

DDA Registry

File

Meeting

78-2921/9

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training
Chief, Information Systems Analysis Staff
Equal Employment Opportunity Officer

FROM : John F. Blake
Deputy Director for Administration

SUBJECT : Directorate Office Management Conferences
January 1979

REFERENCE : Memo for Off. Dirs/Staff Chfs fm DD/A
dtd 4 Dec 78, above subj (DDA 78-2921/8)

STATINTL 1. The January series of Management Conferences can serve to introduce [REDACTED] to the ongoing MBO program in this Directorate as well as to begin the communication process between line managers that has been at the heart of MBO in the DDA. Therefore, it seems advisable to modify the format of the MBO Management Conferences in January to optimize their usefulness to [REDACTED]

STATINTL

2. The new DDA will already have had a general introduction to each Office and Staff. The MBO Conferences can add depth to this general introduction. Therefore, the structuring of the Conferences will differ from that outlined in the referenced memorandum of 4 December 1978. Instead, each Office and Staff presenter is asked to prepare an introductory briefing on each objective with emphasis on the relative role of the objective in the unit's overall mission. The purpose will be to provide the context that justifies quarterly status review of each objective by the DDA and his Office Directors and Staff Chiefs.

Approved For Release 2002/01/08 : CIA-RDP81-00142R000200090048-2
SUBJECT: Directorate Office Management Conferences
January 1979

3. The Management Conference on ADP objectives has been rescheduled to 31 January 1979. At that Conference, which ends the first quarter Conferences, the particular role of joint review of significant ADP developments by all Office Directors in the DDA will be highlighted. The Conference will open with an introduction by the D/ODP on ODP support to DDA and on the allocation of ODP resources to Directorate and other ADP requirements. This opening presentation will be followed by those of the Office Directors on their individual ADP objectives. All Office Directors, including those who do not have ADP objectives this year, are asked to attend.

4. In preparation for these Conferences, the following are requested:

a. For the Conferences on regular objectives, please submit at least five working days before the Conference to the DD/A through the Management and Assessment Staff six copies of the updated action plan and status report for each objective, and

b. For the Conference on ADP objectives, please submit by 15 January 1979 an updated action plan for each objective accompanied by a status report and a one-page briefing paper based on the status report. This was the reporting format used at the preceding Conferences. It is requested that one copy of each of these forms be forwarded to Chief, Management and Assessment Staff, Room 7D18 Headquarters, and to Chief, Management Staff, ODP, Room 2D0105 Headquarters, Attention: [REDACTED]

STATINTL

5. The attached schedule reflects the revised dates for the January Management Conferences.

John F. Blake

John F. Blake

cc: AI/DDA w/att
C/MS/ODP w/o att

Attachment:
Revised January Conference Schedule

Distribution:

Orig - D/CO w/att	1 - DDA Chrono w/o att
1 - Other Adsees w/att	2 - DDA/MAS Subj (ADP/Reg) w/att
1 - AI/DDA w/att	1 - DDA/MAS Chrono w/o att
1 - C/MS/ODP w/o att	1 - JFB Chrono w/o att
1 - DDA Subj w/att	[Att only - O/Compt Attn: [REDACTED]]

STATINTL

ORIG:DDA/MAS: [REDACTED] (28 Dec 78)

DDA MANAGEMENT CONFERENCES
REGULAR OBJECTIVES
JANUARY 1979

<u>OFFICE</u>	<u>DATE</u>	<u>TIME</u>
OC*	15 January	1330
ODP*	16 January	1330
OP*	18 January	1330
OL*	19 January	1330
ISAS*	22 January	1330
EEO	23 January	1330
QMS	24 January	1530
OTR*	26 January	1330
OS*	29 January	1330
OF*	30 January	1330

- - - - -

ADP OBJECTIVES

31 January 1530-1700

*Attend ADP Management Conference

78-2921/8

4 DEC 1978

~~8~~

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training
Chief, Information & Privacy Staff
Chief, Information Systems Analysis Staff
Equal Employment Opportunity Officer

FROM : John F. Blake
Deputy Director for Administration

SUBJECT : Directorate Office Management Conferences
January 1979

REFERENCE : Memo for Off. Dirs/Staff Chiefs fm DD/A
dtd 27 Jul 78, subj: Directorate MBO
Program for FY 1978 & FY 1979 (DDA 78-2921)

1. This memorandum forwards the schedule for the January MBO Conferences on regular objectives and on ADP objectives for the reporting period 1 October through 31 December 1978.

2. The MBO Conferences on regular FY 1979 objectives will review the status of those objectives and, in addition, will include a review of the status of the implementation of the Director's new personnel initiatives. The manner in which these initiatives are reviewed is left to the discretion of the reviewer.

3. The MBO Conference on ADP FY 1979 objectives will follow the format established at the October ADP Conference in that the Office Directors and Staff Chiefs will present the joint reports on these joint ADP objectives. All Office Directors are requested to attend, even those who do not have ADP objectives this year.

ADMINISTRATIVE - INTERNAL USE ONLY

Approved For Release 2002/01/08 : CIA-RDP81-00142R000200090048-2

SUBJECT: Directorate Office Management Conferences
January 1979

4. In preparation for these conferences, the following are requested:

- a. For the conferences on regular objectives, please submit at least five working days before the conference to the DD/A through the Management and Assessment Staff six copies of the updated action plan and status report for each objective, and
- b. For the conference on ADP objectives, please submit by 29 December 1978, an updated action plan for each objective accompanied by a status report and a one-page briefing paper based on the status report. This was the reporting format used at the preceding conferences. It is requested that one copy of each of these forms be forwarded to Chief, Management and Assessment Staff, Room 7D18 Headquarters, and to Chief, Management Staff, ODP, Room 2D0105 Headquarters, Attn: [REDACTED]

STATINTL

John F. Blake

cc: AI/DDA w/att
C/MS/ODP w/o att

Attachment:
January Conference Schedule

Distribution:

- Orig - D/CO w/att
- 1 - Other Adsees w/att
- 1 - AI/DDA w/att
- 1 - C/MS/ODP w/o att
- 1 - DDA Subj w/att
- 1 - DDA Chrono w/o att
- 1 - JFB Chrono w/o att
- 2 - DDA/MAS Subj folders: reg & ADP, w/att
- ✓ 1 - DDA/MAS Chrono w/o att
- Att Only - O/Compt, Attn: [REDACTED]

STATINTL ORIG:DDA/MAS [REDACTED]

(4 Dec 78)

STATINTL

Approved For Release 2002/01/08 : CIA-RDP81-00142R000200090048-2

Administrative - Internal Use Only

DDA MANAGEMENT CONFERENCES
REGULAR OBJECTIVES
JANUARY 1979

<u>OFFICE</u>	<u>DATE</u>	<u>TIME</u>
OC*	15 January	1330
ODP*	16 January	1330
OP*	18 January	1330
OL*	19 January	1330
ISAS*	22 January	1330
EEO	23 January	1330
IPS	24 January	1530
OTR*	26 January	1330
OS*	29 January	1330
OF*	30 January	1330
OMS*	31 January	1530

ADP OBJECTIVES

15 January 1030-1200

*Attend ADP Management Conference